

REQUEST FOR REPLACEMENT OR ADDITIONAL DIPLOMA

This form, along with a standard \$30 processing fee, is required for any student who has earned (or will soon earn) a graduate degree and would like a replacement or additional diploma showing the official conferral date. Students have the option of including a check/money order made payable to The University of Alabama at Birmingham or paying [online](#) with a credit/debit card. If paying online, after selecting Graduate Diploma Replacement, students have the option to select the standard fee or to pay a higher fee for a rushed order. The UAB Graduate School automatically receives an emailed receipt for online payments as they are submitted.

NOTE: This form is not applicable to students who have earned (or will soon earn) a Master of Science in Nursing (MSN) or a Doctor of Nurse Practitioner (DNP) degree. Please contact Rhonda Stevens (rstevens@uab.edu) or 205-934-8319 to request information about ordering these diplomas.

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|--|------------------------|--------------------------------|
| Name (as you wish it to appear on your diploma) | | |
| Student ID (B#) | Email Address | Phone Number |
| Degree Awarded (e.g. MA, MS, PhD, etc.) | Program / Major | Graduation Month / Year |
| Diploma Mailing Address (Street Address / City / State / Zip) | | |

- If you have had a legal name change since graduation, copies of the official documentation in the form of a marriage certificate or court order along with a photo ID will be required.
- Please allow approximately 4-6 weeks for the processing and shipment of your replacement diploma if you select the standard fee, or approximately 5-6 business days if you select the rush fee.
- If you have not yet graduated and are requesting an additional diploma, neither can be ordered until after the official conferral date has passed.
- A replacement diploma will include a re-issue date at the bottom which can typically be hidden in a frame.
- Once you have completed and signed this form, please submit it to gradschool@uab.edu or the address mentioned above.

Student's Signature

Date